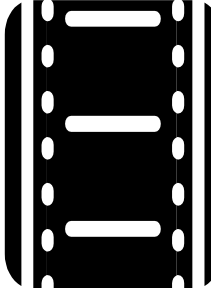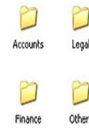# Digitizing Records Saves Space, Time, and Increases Productivity

Paper Records → **Digital Portal** → **CD** → **Microfilm**

Paper records take up valuable classroom and storage space. Digital records give back classroom and storage space.

All authorized users can edit, and view records with the click of a button. Thus eliminating the need to send records back and forth physically between personnel; saving you time money and efficiency. Digital records also eliminate the need to spend time flipping through folders of paper files. Digital records are searchable, saving you time!

All files are backed up with a CD, that can be sent to the IT or records management department monthly.